



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION INFORMATION TECHNOLOGY DESE Web Systems User ID Request

School District/LEA/Nonpublic Name:

County-District Code/Agreement Number:

Fax:

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E-mail:

Directions

Fill in the **required** First, Middle and Last Name, Birth Date and Mother's Maiden Name for each staff member that you want to be able to perform the functions described. You may provide more than one name for each role, although only one is expected for the Authorized Representative role per system. Please make a copy of the blank form if additional room is needed. The Birth Date and Mother's Maiden Name are needed to verify the identity of the user in the event that they need to call the security administrator to request logon ID or password information.

FAX TO: 573-526-4125 or **MAIL TO:** Information Technology, ATTN: Security Administrator, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102 **QUESTIONS:** email webreplyafsit@desemo.gov

Note: The Sheltered Workshops, RPDC Events Manager, User Security Administrator and Login ID Delete Forms will remain separate from this form. Please visit: <https://k12apps.desemo.gov/webapps/logon.asp> for these forms

First Name	Middle Initial	Last Name	Birth Date	Mother's Maiden Name
Roles: In the boxes below, indicate which role by placing a 1, 2, or 3 1 = View Only 2 = Data Entry 3 = Authorized Representative* * Only one Authorized Representative for School Food Services and the entire Perkins System. Additionally, for Perkins, place a √ (checkmark) in the appropriate box to indicate grant type.				
<input type="checkbox"/> Annual Perf. Report **	<input type="checkbox"/>	MAP Results – Student Level Access **	<input type="checkbox"/>	Special Ed. Early Childhood
<input type="checkbox"/> Annual Sec. of the Board Report	<input type="checkbox"/>	MAP Student Demographic Update	<input type="checkbox"/>	Special Ed. EPA Homebound
<input type="checkbox"/> Data Collection	<input type="checkbox"/>	MSIP Dist. Response to the Standards	<input type="checkbox"/>	Spec Ed. EPA Pmt. Transm. Rpts.**
<input type="checkbox"/> Federal Programs	<input type="checkbox"/>	Nonpublic Registration	<input type="checkbox"/>	Special Education Part B
<input type="checkbox"/> Gifted Program	<input type="checkbox"/>	Perkins III: <input type="checkbox"/> Sec <input type="checkbox"/> Post-Sec <input type="checkbox"/> Tech Prep Expenditure	<input type="checkbox"/>	Special Ed. Profile **
<input type="checkbox"/> LEP	<input type="checkbox"/>	Perkins III: <input type="checkbox"/> Sec <input type="checkbox"/> Post-Sec <input type="checkbox"/> Tech Prep Acctability	<input type="checkbox"/>	Substitute Certificates
<input type="checkbox"/> MAP Results - Bldg. Level Access**	<input type="checkbox"/>	School Food Services (Pub./Nonpub.)	<input type="checkbox"/>	TAG/VIDEO
Other Roles: Place a √ (checkmark) in the box below for the appropriate role				
<input type="checkbox"/> School Food Services Submit	<input type="checkbox"/>		<input type="checkbox"/>	

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** Systems with view only access

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE	DATE
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System Roles Definitions:

View Only:

Depending on the system, the view only role will allow you to:

- View Annual Performance Report information.
- View Building Level MAP Results.
- View All MAP Results Data, including student level.
- View Data Collection System information.
- View MAP Student Demographic Update information
- View Substitute Certification System information.
- View School Food Services data.
- View Special Education EPA Transmittal Reports.
- View Special Education EPA Homebound information.
- View Special Education Profile information.

Data Entry:

Depending on the system, the data entry role will allow you to:

- Edit MAP Student Demographic Update information.
- Enter applications, amendments, and/or FER information for all grants.
- Enter accountability information for Perkins III Accountability system.
- Enter data collection system information. *This also includes data entry access to Census of Technology.*
- Enter financial information for ASBR.
- Enter census data for LEP.
- Enter and amend School Food Services Application Agreement, Claims for Reimbursement, and Revenues and Expenditures.
- Enter substitute certificates for the Substitute Certification System.
- Enter MSIP District Response to the Standards information.
- Enter Homebound information needed to process payment.

Authorized Representative:

Depending on the system, the authorized representative role will allow you to:

- Edit/Submit MAP Student Demographic Update information.
- Enter/approve/submit applications, amendments, and/or FER information for all grants as well as assure that all data is accurate and complete. *For Perkins III, this includes submit for expenditure and accountability information.*
- Enter/submit data collection system information as well as assure that all data is accurate and complete. *This also includes submit access to Census of Technology.*
- Enter/submit financial information for ASBR as well as assure that all data is accurate and complete.
- Enter/submit census data for LEP as well as assure that all data is accurate and complete.
- Submit School Food Services Claims for Reimbursement data as well as assure that all data is accurate and complete.
- Submit School Food Services Direct Certification zip codes.
- Enter substitute certificates for the Substitute Certification System as well as assure that all data is accurate and complete..
- Enter MSIP District Response to the Standards information as well as assure that all data is accurate and complete.
- Enter/submit Homebound information needed to process payment.

School Food Services Submit:

- Submit School Food Services Application Agreement and Revenues and Expenditures as well as assure that all data is accurate and complete.
- Enter, amend, save and download zip codes for Direct Certification.